

# APPLICATION

## **HCB** HISTORIC CONSERVATION BOARD

# CERTIFICATE OF APPROPRIATENESS

**APPLICATION**

BUILDING ADDRESS: \_\_\_\_\_

DISTRICT NAME: \_\_\_\_\_  
(if applicable)

OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ARCHITECT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**HCB USE ONLY**

DATE RECEIVED BY HCB: \_\_\_\_\_

PERMIT/APD NO: \_\_\_\_\_

APP. COMPLETION DATE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

**PLEASE NOTE: THE FOLLOWING FEES ARE DUE TO PROCESS YOUR APPLICATION.**

**Certificate of Appropriateness (without Board review)... \$50.00**

**Historic Conservation Board Review .....\$500.00**

**HCB USE ONLY**

Fee Received: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_

**IT IS YOUR RESPONSIBILITY TO NOTIFY THE URBAN CONSERVATOR IF ANY OF THIS INFORMATION CHANGES DURING THE PENDING REVIEW OF YOUR**

WORK PROPOSED: (Describe type of work, existing conditions, and methods to be used, materials proposed)

**HCB USE ONLY**

- ☐ MINOR ALTERATION  
☐ NEW CONSTRUCTION  
☐ ADDITION  
☐ DEMOLITION  
☐ REHABILITATION  
☐ OTHER \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN ORDER TO EXPEDITE HCB ACTION, PLEASE ATTACH ADDITIONAL INFORMATION, IF AVAILABLE, AS MAY BE APPROPRIATE. LIST ANY INFORMATION ATTACHED: (Elevations, site plans, specifications, photos, material samples, additional drawings or written matter)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach a letter explaining the justification for the issuance of the desired Certificate of Appropriateness.  
Be advised that the burden of proof is on the applicant.